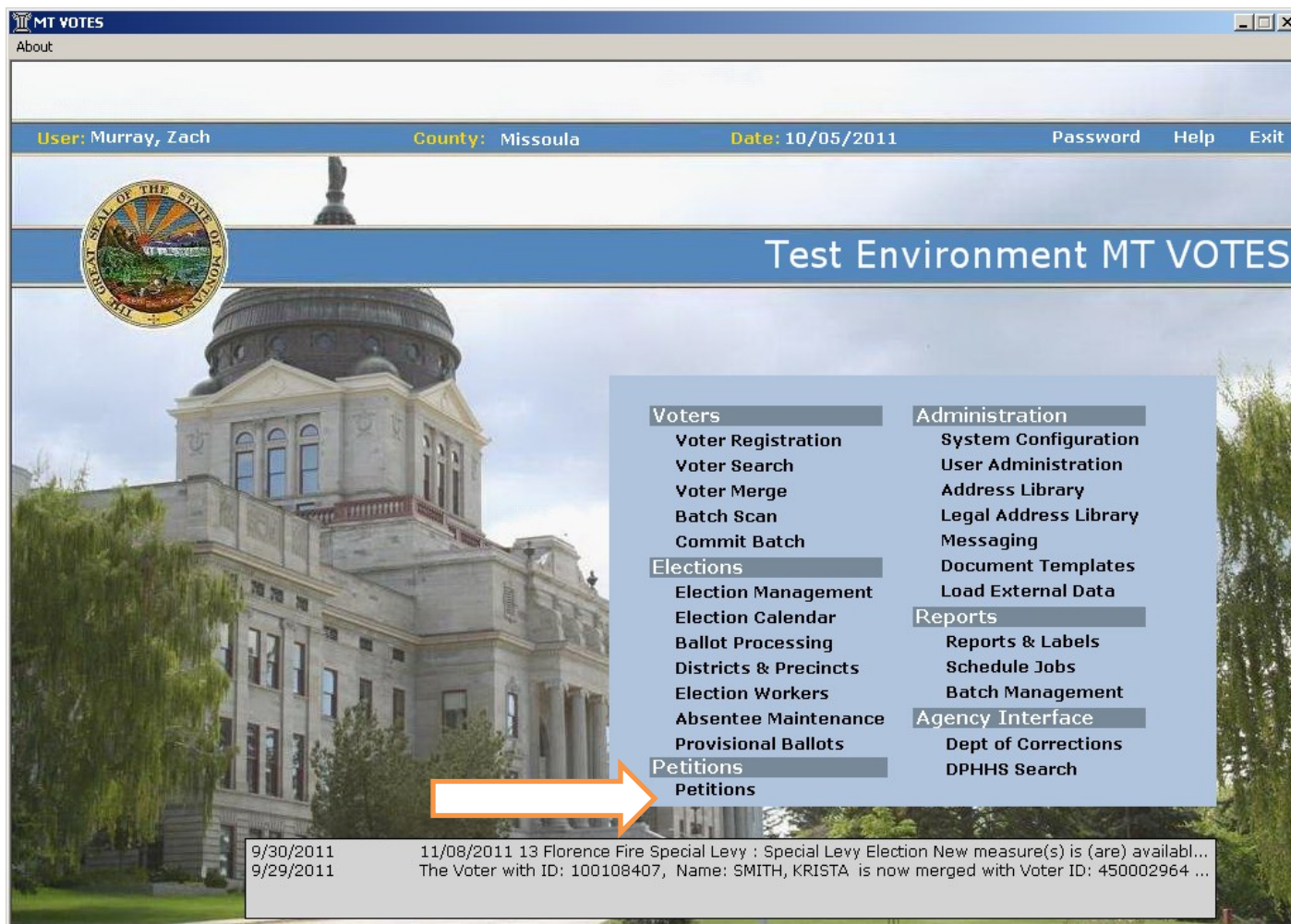




Office of Montana Secretary of State
Linda McCulloch



Petition Module



THE PETITION SCREEN OPENS WITH A SEARCH SCREEN.
FROM HERE YOU CAN SEARCH BY PETITION #, TITLE, DISTRICT TYPE, STATUS
OR DISTRICT. IF YOU SEARCH BY TITLE, YOU CAN USE THE FULL TITLE OR THE
WILDCARD (%).

[illegible]

ADDING A NEW PETITION:

THIS BEGINS BY CLICKING ON THE “NEW” BUTTON

[illegible]

FOR THIS EXAMPLE WE WILL CREATE A PETITION THAT WILL REQUEST THE SEELEY LAKE FIRE DISTRICT TO BE DIVIDED.

THE PETITION WILL BE A FIRE DISTRICT PETITION FOR THE VOTERS OF THE SEELEY LAKE AREA AND THE ELECTION WILL BE HELD ON 11/3/2010 AND CIRCULATION WILL END 7/10/2010.

The screenshot shows the 'Petitions' application window with a menu bar (Petition, Circulators, Signatures, Reports) and a toolbar (Voter Search, Help). The main form is titled 'Petition Description' and contains the following fields and sections:

- Petition Description Section:**
 - Filling Officer:
 - Group:
 - Group Information:
 - Petition #:
 - District:
 - Type:
 - Scope:
 - Status:
 - Title:
 - Summary:
 - Date Filed:
 - Certified Date:
 - Election Date:
 - Start Circulation:
 - End Circulation:
 - Req'd Signatures:
 - Max Lines:
- Circulator(s) Section:**
 - Name:
 -
- Candidate Section:**
 - Position:
 - Name:
 -
- Signature Statistics Section:**

County	Signature	Size	Accepted	Rejected	Remaining
<input type="text"/>					
- Process Signatures Section:**
 - Submittal #:
 -

At the bottom of the window are , , and .

ONCE THE PETITION IS SET UP, HIT SAVE AND YOU WILL RECEIVE A MESSAGE THAT THE RECORD HAS BEEN CREATED SUCCESSFULLY. ALSO IN THIS SCREEN SELECT THE NUMBER OF LINES ON EACH PETITION SHEET. (IN THIS CASE THERE ARE 5 LINES PER SHEET) FINALLY, YOU WILL NEED TO CLICK ON “REFRESH” OR THE INFORMATION WILL NOT APPEAR IN THE NEXT SCREEN.

Edit Petition

Petition Circulators Signatures Reports

The record has been created successfully. [Voter Search](#) [Help](#)

Petition Description

Filling Officer: Missoula Group:

Petition #: 03-01 District: SEELEY LAKE FIRE - SLY FIRE

Type: Initiative / Referendum Scope: City Status: Active

Title: DIVIDE SEELEY LAKE FIRE DISTRICT

Summary: SHALL THE VOTESR OF SEELEY LAKE BE ALLOWED TO VOTE ON DIVIDING THE CURRENT SEELEY LAKE FIRE DISTRICT

Date Filed: 12/02/2009 Certified Date: Election Date: 11/03/2010

Start Circulation: 12/02/2009 End Circulation: 07/10/2010 Req'd Signatures: Max Lines: 5

Circulator(s)

Name

Candidate

Position:

Name:

Signature Statistics

Signature	Size	Accepted	Rejected	Remaining

Process Signatures

Submittal #:

IN THIS SCREEN, YOU CAN ALSO ADD ANY CIRCULATORS THAT YOU MAY HAVE. IF YOU DO NOT HAVE ANY SUBMITTALS AT THIS TIME, WE WILL LOOK AT ADDING CIRCULATORS LATER.

Petitions

Petition Circulators Signatures Reports

[Voter Search](#) [Help](#)

Petition Description

Filling Officer: Group:

Petition #: District:

Type: Scope: Status:

Title:

Summary:

Date Filed: Certified Date: Election Date:

Start Circulation: End Circulation: Req'd Signatures: Max Lines:

Circulator(s)

Name:

Signature Statistics

Signature	Size	Accepted	Rejected	Remaining

Candidate

Position:

Name:

Process Signatures

Submittal #:

NOW WHEN YOU LOOK IN THE MAIN SEARCH SCREEN
OF THE PETITION MODULE YOU CAN SEE THE NEW
PETITION.

[illegible]

WHEN THE PETITION IS HIGHLIGHTED YOU WILL SEE THAT THE PROCESS SIGNATURES BUTTON IS “GRAYED OUT”. THIS IS BECAUSE THERE ARE NO SUBMITTALS ATTACHED TO THIS PETITION. ONCE A SUBMITTAL IS CREATED THIS BUTTON WILL BE MADE ACTIVE. TO BEGIN PROCESSING A SUBMITTAL, SELECT THE DETAIL BUTTON.

[illegible]

EACH SUBMITTAL MUST HAVE A CIRCULATOR ATTACHED TO IT. THE CIRCULATOR CAN BE ENTERED EITHER WHEN THE PETITION IS FIRST SET UP, OR ADDED EACH TIME A NEW SUBMITTAL IS ENTERED. BEGIN BY SELECTING “NEW”.

The screenshot shows the 'Petitions' software interface. The top menu bar includes 'Petition', 'Circulators', 'Signatures', and 'Reports'. The main form is divided into several sections:

- Petition Description:** Contains fields for Filling Officer (Missoula), Group (empty), Petition # (03-01), District (SEELEY LAKE FIRE - SLY FIRE), Type (Initiative / Referendum), Scope (City), Status (Active), Title (DIVIDE SEELEY LAKE FIRE DISTRICT), Summary (SHALL THE VOTESR OF SEELEY LAKE BE ALLOWED TO VOTE ON DIVIDING THE CURRENT SEELEY LAKE FIRE DISTRICT), Date Filed (12/02/2009), Certified Date (empty), Election Date (11/03/2010), Start Circulation (12/02/2009), End Circulation (07/10/2010), Req'd Signatures (empty), and Max Lines (5).
- Circulator(s):** A table with columns for Name, Size, Accepted, Rejected, and Remaining. Below the table are buttons for 'New', 'Detail', and 'Delete'. An orange arrow points to the 'New' button.
- Signature Statistics:** A table with columns for Signature, Size, Accepted, Rejected, and Remaining. Below the table are buttons for 'Delete', 'Preprocess', 'ets', and 'Process Signatures'.
- Candidate:** Fields for Position (empty), Name (empty), and buttons for 'New', 'Detail', and 'Delete'.
- Process Signatures:** A field for Submittal # and a 'Process' button.

At the bottom of the form are 'Refresh', 'Save', and 'Close' buttons.

IN THIS CIRCULATORS SCREEN YOU CAN ADD A CIRCULATOR A COUPLE OF DIFFERENT WAYS. YOU CAN ADD BY LINKING TO A VOTER IF THE CIRCULATOR IS REGISTERED OR YOU CAN ENTER THEIR INFORMATION MANUALLY.

The screenshot shows a web application window titled "Circulators". It contains three main sections:

- General Information:** Includes fields for Petition # (03-01), Voter ID (NOT LINKED TO A VOT), Last Name, First Name, Middle Name, Name Suffix, Effective Date, and Expiration Date. There are buttons for "Link to Voter" and "Remove Link".
- Contact Information:** Includes tabs for "Address" and "Contact". The "Address" tab is active, showing a table with columns "Address Type", "Address", and "Last Updated". The table has three rows: "Mailing", "Residence", and "Work Address". A "Detail" button is at the bottom right of this section.
- List of Circulators:** A table with columns: Last Name, First Name, Middle Name, Voter ID, Effective Date, and Expiration Date. The table is currently empty.

At the bottom of the window are buttons for "New", "Save", "Delete", "Preprocess Sheets", and "Close".

General Information

Petition # 03-01 Voter ID NOT LINKED TO A VOT Link to Voter Remove Link

Last Name First Name Middle Name

Name Suffix Effective Date Expiration Date

Contact Information

Address Contact

Address Type	Address	Last Updated
Mailing		
Residence		
Work Address		

Detail

List of Circulators

Last Name	First Name	Middle Name	Voter ID	Effective Date	Expiration Date

New Save Delete Preprocess Sheets Close

CLICKING THE LINK TO VOTER BUTTON, ONCE YOU'VE ENTERED THE CIRCULATORS NAME, WILL BRING UP A LIST OF POTENTIAL VOTERS. IF THE PERSON COMES UP YOU CAN SELECT THAT PERSON AND THE INFORMATION ON THE PREVIOUS SCREEN WILL AUTOFILL.

Petitions
 Query executed successfully. Showing total 637 records [Voter Search](#) [Help](#)

Search

General | Residential Address | Mailing Address

Last Name: SMITH First Name: Middle Name: ☐ Soundex

Voter ID: Birth Date From: Birth Date To:

Scope
☐ State ☒ County Missoula

Search Results

Voter ID	Name	Residential Address	Status	Date of Birth
96478	SMITH, JANE...	2699 SHEFFIELD DR , MISSOUL...	Active	07/29/1937
6555	SMITH, CYNT...	5103 SKYVIEW DR , MISSOULA,...	Active	06/13/1959
3896	SMITH, DERE...	501 SHERWOOD ST , MISSOUL...	Active	07/11/1976
7835	SMITH, SCO...	180 HORSESHOE LN , MISSOUL...	Active	10/06/1955
6001	SMITH, CAR...	9612 KEEGAN TRL , MISSOULA,...	Active	09/03/1951
5512	SMITH, JOAN...	3717 CREEKWOOD RD , MISSO...	Active	08/02/1931
5513	SMITH, KELLY	955 6TH W RIVERSIDE ST , MIS...	Inactive	12/14/1960
7146	SMITH, DAP...	5838 UPPER MILLER CR RD , MI...	Active	10/28/1949
721	SMITH, CHE...	1422 S 1ST ST W # 40 MISS...	Inactive	10/10/1975

NOTE IF ONLY ONE RESULT IS FOUND MATCHING THE NAME ENTERED THE SYSTEM WILL AUTOMATICALLY POPULATE THERE INFORMATION ON THE CIRCULATORS SCREEN, WITHOUT TAKING YOU TO THE SEARCH RESULTS SCREEN. BE SURE TO CHECK ANY SYSTEM POPULATED INFORMATION FOR ACCURACY.

HERE IS THE INFORMATION FOR THE PERSON SELECTED THROUGH “LINK TO VOTER”. YOU CAN ALSO FILL IN THE INFORMATION WITHOUT LINKING TO VOTER. ONCE THE CIRCULATOR IS ENTERED, SAVE THE RECORD AND IT WILL APPEAR IN THE LIST OF CIRCULATORS.

Circulators [Voter Search](#) [Help](#)

General Information

Petition # Voter ID

Last Name First Name Middle Name

Name Suffix Effective Date Expiration Date

Contact Information

Address ☒ Contact ☐

Address Type	Address	Last Updated
Mailing		
Residence	2699 SHEFFIELD DR, MISSOULA, MT 59808	10/06/2011
Work Address		
Voter Address	2699 SHEFFIELD DR, MISSOULA, MT 59808	

List of Circulators

Last Name	First Name	Middle Name	Voter ID	Effective Date	Expiration Date

AS YOU CAN SEE THE CIRCULATOR APPEARS IN THE LIST. IF YOU HAVE OTHER CIRCULATORS TO ADD, CLICK ON NEW TO CONTINUE. IF YOU ARE ADDING A NEW CIRCULATOR YOU CAN MANUALLY ENTER THE CONTACT INFORMATION BY DOUBLE CLICKING ON THE MAILING, RESIDENCE OR WORK ADDRESS BUTTON.

The screenshot shows the 'Circulators' application window. It has a title bar with the name 'Circulators' and standard window controls. The main area is divided into three sections: 'General Information', 'Contact Information', and 'List of Circulators'.

General Information

Petition # Voter ID

Last Name First Name Middle Name

Name Suffix Effective Date Expiration Date

Contact Information

Address

Address Type	Address	Last Updated
Mailing		
Residence		
Work Address		

List of Circulators

Last Name	First Name	Middle Name	Voter ID	Effective Date	Expiration Date
SMITH	JANET	L	96478		

BELOW IS THE UPDATE SCREEN THAT APPEARS IF YOU ARE MANUALLY ENTERING THE CIRCULATORS INFORMATION. ONCE YOU HAVE MANUALLY ENTERED THE CIRCULATORS INFORMATION CLICK UPDATE TO STORE THE ADDRESS.

The screenshot shows a 'Contact Detail' window with a blue title bar. In the top right corner, there are links for 'Voter Search' and 'Help'. Below the title bar, there are two tabs: 'Address' and 'Contact', with 'Contact' being the active tab. The form contains the following fields and controls:

- Type:** A dropdown menu currently showing 'Mailing'.
- Address:** A large text input field.
- City/St/Zip:** Three input fields for city, state (a dropdown), and zip code.
- Receive Correspondence:** A checkbox that is currently unchecked.
- Buttons:** 'Update', 'Delete', and 'Clear' buttons are located below the checkbox.
- Table:** A table with three columns: 'Address Type', 'Address', and 'Last Updated'. It contains three rows: 'Mailing', 'Residence', and 'Work Address'. The 'Mailing' row is highlighted in yellow.
- Close Button:** A 'Close' button is located at the bottom right of the window.

A large orange arrow points to the 'Update' button.

HERE, JOHN DOE HAS BEEN MANUALLY ENTERED, WITH HIS MAILING AND RESIDENTIAL ADDRESS ENTERED. ONCE A CIRCULATOR IS ENTERED ONCE, THEY DO NOT HAVE TO BE ENTERED AGAIN. IF YOU DO, IT WILL JUST MAKE THE LIST KEEP ON GROWING!

Circulators

The record has been created successfully. [Voter Search](#) [Help](#)

General Information

Petition # Voter ID

Last Name First Name Middle Name

Name Suffix Effective Date Expiration Date

Contact Information

Address

Address Type	Address	Last Updated
Mailing		
Residence		
Work Address		

List of Circulators

Last Name	First Name	Middle Name	Voter ID	Effective Date	Expiration Date
SMITH	JANET	L	96478		
DOE	JOHN				

WHEN FINISHED ADDING CIRCULATORS CLICK ON THE CLOSE
BUTTON AND IT WILL TAKE YOU BACK TO THE PETITION PAGE
WHERE YOU CAN BEGIN ENTERING SUBMITTALS.

Circulators

The record has been created successfully. [Voter Search](#) [Help](#)

General Information

Petition # Voter ID

Last Name First Name Middle Name

Name Suffix Effective Date Expiration Date


Contact Information

Address

Address Type	Address	Last Updated
Mailing		
Residence		
Work Address		

List of Circulators

Last Name	First Name	Middle Name	Voter ID	Effective Date	Expiration Date
SMITH	JANET	L	96478		
DOE	JOHN				



NOW THAT CIRCULATORS HAVE BEEN ADDED YOU CAN BEGIN TO PROCESS THE SUBMITTALS THAT THEY HAVE TURNED IN TO YOU. BEGIN BY CLICKING ON “PREPROCESS SHEETS”.

Petitions
Petition Circulators Signatures Reports

[Voter Search](#) [Help](#)

Petition Description

Filing Officer: Missoula Group:

Petition #: 03-01 District: SEELEY LAKE FIRE - SLY FIRE

Type: Initiative / Referendum Scope: City Status: Active

Title: DIVIDE SEELEY LAKE FIRE DISTRICT

Summary: SHALL THE VOTESR OF SEELEY LAKE BE ALLOWED TO VOTE ON DIVIDING THE CURRENT SEELEY LAKE FIRE DISTRICT

Date Filed: 12/02/2009 Certified Date: Election Date: 11/03/2010

Start Circulation: 12/02/2009 End Circulation: 07/10/2010 Req'd Signatures: Max Lines: 5

Circulator(s)

Name
DOE, JOHN
SMITH, JANET L

Signature Statistics

Signature	Size	Accepted	Rejected	Remaining

Candidate

Position:

Name:

Process Signatures

Submittal #:

IN THIS SCREEN YOU WILL ASSIGN A NUMBER TO THE SUBMITTAL, ASSIGN THE CIRCULATOR AND SHOW HOW MANY PAGES AND LINES ARE IN THE SUBMITTAL.

[illegible]

IN THIS EXAMPLE I HAVE USED THE AUTOASSIGN TO DESIGNATE THIS SUBMITTAL AS #1, THE CIRCULATOR IS JOHN DOE (CHOSEN FROM DROP-DOWN) AND THIS SUBMITTAL HAS 3 PAGES WITH 5 LINES ON EACH PAGE. NOW THIS INFORMATION IS SAVED.

[illegible]

THE NEXT STEP IS TO ENTER THE SHEET INFORMATION, SHEET BY SHEET. I ENTERED PAGE #1 AND IT AUTOFILLED THE LAST GOOD LINE ONCE I HIT TAB. IF ALL THE LINES ARE GOOD, THE SAVE BUTTON IS HIT. IF HOWEVER, THERE ARE LINES THAT ARE NOT GOOD, YOU WILL NEED TO CHANGE THE CODE TO REFLECT THE LINES THAT ARE CROSSED OUT OR BLANK, ETC.

The screenshot shows the 'Preprocess Sheets' window with the following details:

- Petition Summary:**
 - Petition #: 03-01
 - Title: DIVIDE SEELEY LAKE FIRE DISTRICT
 - County: Missoula
 - Submittal: 1
 - Auto Assign: [button]
 - Current Submittals: 1
 - Circulator: DOE, JOHN
- Receive Bulk Sheets:**
 - Accepted Sheet: 3
 - Receive Sheets: [input]
 - Last Good Line: [input]
 - Save: [button]
- Sheet Information:**
 - Max Lines: 5
 - Approval Date: 10/06/2011
 - Page #: 1
 - Last Good Line: 5
 - GOTO: [input]
 - Save: [button]
- Tables:**

Line	Code	Description
1	1	Good
2	1	Good
3	1	Good
4	1	Good
5	1	Good

Code	Description
1	Good
2	Crossed out
3	Blank
4	No signature
5	Invalid date

Two orange arrows point to the 'Page #' and 'Last Good Line' fields in the 'Sheet Information' section.

ON THIS PAGE, OF THE 5 LINES 2 ARE NOT GOOD. LINE #1 IS BLANK AND LINE #3 IS CROSSED OUT. ONCE THE INFORMATION IS ENTERED HIT THE SAVE BUTTON AND IT WILL TAKE YOU TO THE NEXT PAGE.

Preprocess Sheets [Voter Search](#) [Help](#)

Petition Summary

Petition #: 03-01 Title: DIVIDE SEELEY LAKE FIRE DISTRICT

County: Missoula Submittal: 1 Auto Assign Current Submittals: 1

Circulator: DOE, JOHN

Receive Bulk Sheets

Accepted Sheet: 3 Receive Sheets: Last Good Line: Save

Sheet Information

Max Lines: 5 Approval Date: 10/06/2011

Page #: 1 Last Good Line: 5 GOTO: Save

Line	Code	Description
1	3	Blank
2	1	Good
3	2	Crossed out
4	1	Good
5	1	Good

Code	Description
1	Good
2	Crossed out
3	Blank
4	No signature
5	Invalid date

Label Complete Clear Close

NOTE CONTINUING TO HIT SAVE AFTER THE PROCESSING THE ORIGINAL NUMBER OF PAGES SPECIFIED UNDER RECEIVED BULK SHEETS WILL CAUSE THE SYSTEM TO ADD ADDITIONAL PAGES TO YOUR SUBMITTAL.

CONTINUE TO ENTER THE SHEET INFORMATION UNTIL YOU HAVE ENTERED THE ENTIRE SUBMITTAL. ONCE ALL THE PAGES HAVE BEEN PROCESSED CLICK THE “COMPLETE”, “CLEAR” AND “CLOSE” BUTTON.

The screenshot shows the 'Preprocess Sheets' window with the following details:

- Petition Summary:**
 - Petition #: 03-01
 - Title: DIVIDE SEELEY LAKE FIRE DISTRICT
 - County: Missoula
 - Submittal: 1
 - Auto Assign: [button]
 - Current Submittals: 1
 - Circulator: DOE, JOHN
- Receive Bulk Sheets:**
 - Accepted Sheet: 3
 - Receive Sheets: [input field]
 - Last Good Line: [input field]
 - Save: [button]
- Sheet Information:**
 - Max Lines: 5
 - Approval Date: 10/06/2011
 - Page #: 1
 - Last Good Line: 5
 - GOTO: [input field]
 - Save: [button]
- Tables:**

Line	Code	Description
1	3	Blank
2	1	Good
3	2	Crossed out
4	1	Good
5	1	Good

Code	Description
1	Good
2	Crossed out
3	Blank
4	No signature
5	Invalid date
- Buttons:** Label, Complete, Clear, Close

Orange arrows point from the 'Complete', 'Clear', and 'Close' buttons to the text block below.

NOTE The label button, when clicked, will generated a barcoded label for every submittal you have entered for this petition. These can be scanned on the petition detail screen to have the system take you to process signatures.

AFTER ALL OF THE SHEETS HAVE BEEN PREPROCESSED THE NEXT STEP IS TO ACTUALLY PROCESS THE SIGNATURES. IN ORDER TO BEGIN THIS, THE REFRESH BUTTON MUST BE CLICKED

Petitions

Petition Circulators Signatures Reports

[Voter Search](#) [Help](#)

Petition Description

Filling Officer: Missoula Group:

Petition #: 03-01 District: SEELEY LAKE FIRE - SLY FIRE

Type: Initiative / Referendum Scope: City Status: Active

Title: DIVIDE SEELEY LAKE FIRE DISTRICT

Summary: SHALL THE VOTESR OF SEELEY LAKE BE ALLOWED TO VOTE ON DIVIDING THE CURRENT SEELEY LAKE FIRE DISTRICT

Date Filed: 12/02/2009 Certified Date: Election Date: 11/03/2010

Start Circulation: 12/02/2009 End Circulation: 07/10/2010 Req'd Signatures: Max Lines: 5

Circulator(s)

Name
DOE, JOHN
SMITH, JANET L

Candidate

Position:

Name:

Signature Statistics

Signature	Size	Accepted	Rejected	Remaining
1 - 1	13	0	0	13

Process Signatures

Submittal #:

TO PROCESS SIGNATURES, HIGHLIGHT THE SUBMITTAL AND CLICK ON THE PROCESS SIGNATURES BUTTON.

ALTERNATIVELY, IF YOU HAVE ALREADY PRINTED SUBMITTAL BARCODE LABELS FROM PREPROCESS SHEETS YOU MAY SCAN THEM IN THE PROCESS SIGNATURE FIELD.

Petitions

Petition Circulators Signatures Reports

[Voter Search](#) [Help](#)

Petition Description

Filling Officer: Missoula Group:

Petition #: 03-01 District: SEELEY LAKE FIRE - SLY FIRE

Type: Initiative / Referendum Scope: City Status: Active

Title: DIVIDE SEELEY LAKE FIRE DISTRICT

Summary: SHALL THE VOTESR OF SEELEY LAKE BE ALLOWED TO VOTE ON DIVIDING THE CURRENT SEELEY LAKE FIRE DISTRICT

Date Filed: 12/02/2009 Certified Date: Election Date: 11/03/2010

Start Circulation: 12/02/2009 End Circulation: 07/10/2010 Req'd Signatures: Max Lines: 5

Circulator(s)

Name
DOE, JOHN
SMITH, JANET L

Signature Statistics

Signature	Size	Accepted	Rejected	Remaining
1 - 1	13	0	0	13

Candidate

Position: Name:

Process Signatures

Submittal #:

To begin checking signatures click on the “Next Unprocessed” button and it will take you to the screen where you can search for voters. This screen is the place where you can see the petition, line by line as it is completed

The screenshot shows a web-based application titled "Petition Signature Query". At the top are navigation links: Process, Options, Reports, Voter Search, Help. The main header area displays petition details: Petition #: 03-01, Title: DIVIDE SEELEY LAKE FIRE DISTRICT, Submittal: [dropdown menu showing 1], Signature: [dropdown menu showing 1], Signature Size: 13, Accepted: 0, Rejected: 0, Remaining: 13, and Petition Status: Active. Below this is a search section with fields for From Page, To, Status, Reason, Date Signed, Page #, Line #, and Voter ID, along with Clear and Search buttons. A large table occupies the center, with columns: Signature, Page, Line, Name, Address, Voter ID, Sign Status, and Sign Reason. The bottom toolbar contains buttons like Process All Results, Completed, Next Unprocessed, Process By Page, Jurisdiction (set to Missoula), Close, and Additional Links. An orange arrow points from the left towards the "Next Unprocessed" button.

The signature processing screen allows a search for the petition signers in a variety of ways. The search can be by name, phone number, address, or mailing address or any combination of these criteria. The search function works much like the search function in the main module. Once you have found a petition signer, you will either accept it or reject it.

Signature Processing
Signature Options Reports

[Voter Search](#) [Help](#)

Petition #: 03-01 **Title:** DIVIDE SEELEY LAKE FIRE DISTRICT **Petition Status:** Active
Submittal: 1

Search

Last Name First Name Phone Number House #
Street Name City Zip
Mailing
Address City/St/Zip
Country ☐ Secondary Statewide Search ☐ Search Soundex ☐ Search Statewide

Save

Status Reason Sheet # Line #
Name Signed Date Record Has Not Been Processed
Comment ☐ Mark For Later Review

Jurisdiction Missoula F9 - Accept, Save & Next F10 - Select, Focus On Reason F11 - No Match, Focus On Name F12 - No Match, Save & Next

In this example I searched for my name. If I had searched by last name, all the registered voters with the same last name would have come up. You will need to click on “select” before accepting. If the signature on the petition matches the signature shown, all you need to do is click on “Save & Next” or F9. The system defaults to the Accepted status.

Signature Processing
Signature Options Reports

[Voter Search](#) [Help](#)

Petition #: 03-01 **Title:** DIVIDE SEELEY LAKE FIRE DISTRICT **Petition Status:** Active
Submittal: 1

Search

Last Name: First Name: Phone Number: House #:
Street Name: City: Zip:

Mailing


Address: City/St/Zip: Country:

☐ Secondary Statewide Search ☐ Search Soundex ☐ Search Statewide

Save

Status: Reason: Sheet #: Line #:
Name: Signed Date: Record Has Not Been Processed
Comment: ☐ Mark For Later Review

Jurisdiction: Missoula F9 - Accept, Save & Next F10 - Select, Focus On Reason F11 - No Match, Focus On Name F12 - , Save & Next

Signatures	Status	Name	Address	Mailing Address
	Active	ADAMS KATHY F	665 SPRUCE DR SEELEY LAKE MT 59868	PO BOX 238,SEELEY LAKE,MT,59868

If however, the signature did not match, it will be rejected. The default rejection reason is not registered, which can be selected by clicking the Not Registered button at the bottom of the screen. There are several other reasons for rejection and can be selected as applicable. Once you accept or reject the signature and click “save & next” it will automatically move to the next line to be processed.

Signature Processing
Signature Options Reports

Voter Search Help

Petition #: 03-01 **Title:** DIVIDE SEELEY LAKE FIRE DISTRICT **Petition Status:** Active
Submittal: 1

Search

Last Name: Doe First Name: john Phone Number: House #: Street Name: City: Zip: City/St/Zip: Country: ☐ Secondary Statewide Search ☐ Search Soundex ☐ Search Statewide Clear Search

Mailing

Address: City/St/Zip: ☐ Secondary Statewide Search ☐ Search Soundex ☐ Search Statewide Clear Search

Save

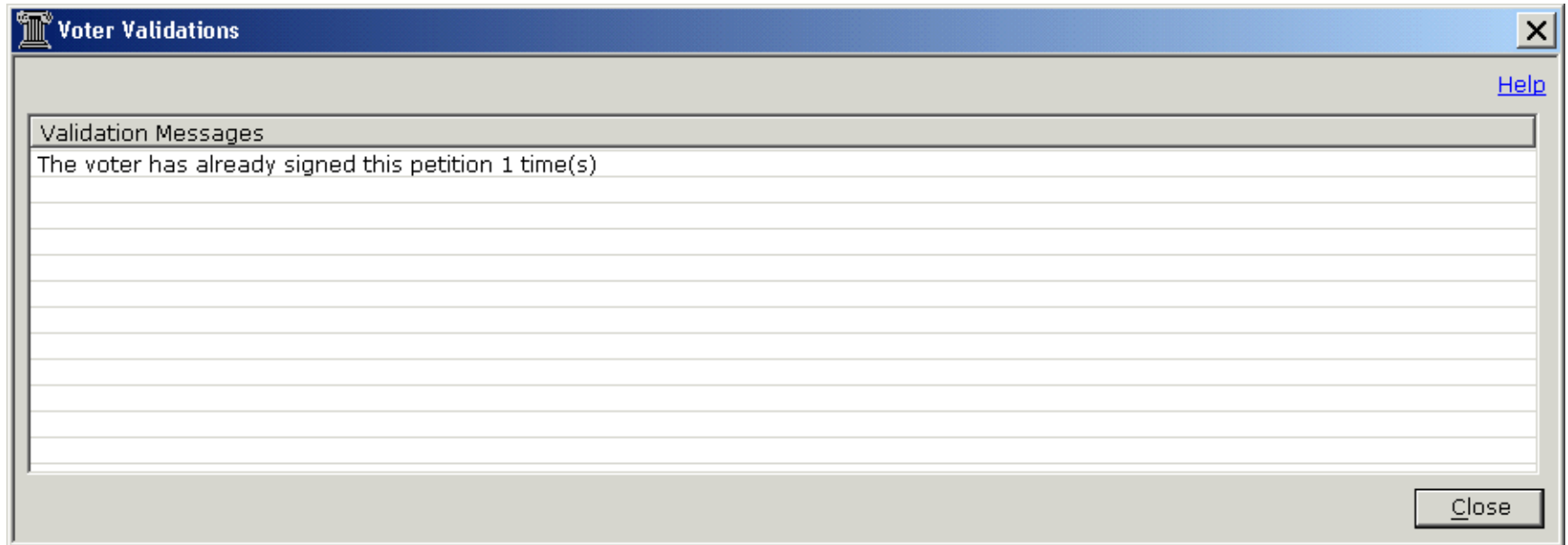
Status: Rejected Reason: Not Registered - NR Sheet #: 1 Line #: 4 Edit Save & Next Save

Name: Comment: Jurisdiction Missoula F9 - Accept, Save & Next F12 - No Match, Save & Next

Signatures Status Name Address

Review Registration Full Image Show All Select Not Registered Close

If a voter attempts to sign the petition more than once, the system will not count the name twice and the following message will pop up. A message similar to this will also come up if the voter is cancelled or registered out of the district.



For a duplicate signature the system will default to Rejected but you will still need to select Duplicate as the reason before saving and moving to the next signature.

Signature Processing Signature Options Reports

[Voter Search](#) [Help](#)

Petition #: 03-01 **Title:** DIVIDE SEELEY LAKE FIRE DISTRICT **Petition Status:** Active

Submittal: 1

Search

Last Name: First Name: Phone Number: House #:
 Street Name: City: Zip:


Mailing

Address: City/St/Zip:
 Country: ☐ Secondary Statewide Search ☐ Search Soundex ☐ Search Statewide

Save

Status: Reason: Sheet #: Line #:
 Name: Signed Date: Record Has Not Been Processed
 Comment: ☐ Mark For Later Review

Jurisdiction: Missoula F9 - Accept, Save & Next F10 - Select, Focus On Reason F11 - No Match, Focus On Name F12 - No Match, Save & Next

Signatures	Status	Name	Address	Mailing Address
	Active	ADAMS KATHY F	665 SPRUCE DR SEELEY LAKE MT 59868	PO BOX 238,SEELEY LAKE,MT,59868

Review Registration Full Image Show All Select Not Registered Close

You can always check on the petition by closing the signature screen and going back to the Query screen. Here you can see that my name was accepted the first time, but rejected the second time and reason for the rejection is because it is a duplicate signature. The “Next Unprocessed” button will take you back to the signature verification screen.

Petition Signature Query
Process Options Reports

Query executed successfully. Showing 13 results. [Voter Search](#) [Help](#)

Petition #: 03-01 Title: DIVIDE SEELEY LAKE FIRE DISTRICT Petition Status: Active
 Submittal: 1 Signature 1 Signature Size: 13 Accepted: 1 Rejected: 2 Remaining: 10

Search
 From Page To Status Reason
 Date Signed Page # Line # Voter ID

Signature	Page	Line	Name	Address	Voter ID	Sign Status	Sign Reason
1	1	2	ADAMS, KATHY F	665 SPRUCE DR SEELEY LAKE MT 59868	100089...	Accepted	
1	1	4				Rejected	Not Regist...
1	1	5	ADAMS, KATHY F	665 SPRUCE DR SEELEY LAKE MT 59868	100089...	Rejected	Duplicate
1	2	1					
1	2	2					
1	2	3					
1	2	4					
1	2	5					
1	3	1					
1	3	2					
1	3	3					
1	3	4					
1	3	5					

Jurisdiction

If you are unsure if the signature is correct you can also review their registration or pull up the full image of their registration card. This often helps as the card will often show more of their writing style.

Signature Processing
Signature Options Reports

[Voter Search](#) [Help](#)






Petition #: 03-01 **Title:** DIVIDE SEELEY LAKE FIRE DISTRICT **Petition Status:** Active
Submittal: 1

Search
Last Name: First Name: Phone Number: House #:
Street Name: City: Zip:

Mailing
Address: City/St/Zip:
Country: ☐ Secondary Statewide Search ☐ Search Soundex ☐ Search Statewide

Save
Status: Reason: Sheet #: Line #:
Name: Signed Date: Record Has Not Been Processed
Comment: ☐ Mark For Later Review

Jurisdiction Missoula F9 - Accept, Save & Next F10 - Select, Focus On Reason F11 - No Match, Focus On Name F12 - No Match, Save & Next

Signatures	Status	Name	Address	Mailing Address
 Signature of John A. Smith	Inactive	SMITH JOHN A	2037 S 9TH ST W MISSOULA MT 59801	
 Signature of Bruce Smith	Active	SMITH JOHN BRUCE	5665 BISON LN LOLO MT 59847	BOX 1803,MISSOULA,MT,59806
 Signature of John C. Smith	Active	SMITH JOHN C	2016 S 7TH ST W MISSOULA MT 59801	
 Signature of John D. Smith	Inactive	SMITH JOHN D	19400 POND RD FRENCHTOWN MT 59834	P.O.BOX 291,FRENCHTOWN,MT,59834
 Signature of John D. Smith	Inactive	SMITH JOHN D	209 LAGUNA MILLTOWN MT 59851	BOX 397,MILLTOWN,MT,59851

When the full image is pulled up you will have access to all the images that you have scanned.

The screenshot shows a web-based 'Image Viewer' window. The title bar reads 'Image Viewer'. In the top right corner, there are links for 'Voter Search' and 'Help'. Below these is a search bar containing the text 'Registration Card 4/29/2011'. The main area of the window displays a scanned voter registration card. The card has a header with the number '75051'. Below this is the name 'SMITH, JOHN C.' and the address '2016 S 7TH W'. A circular postmark from 'MISSOULA, MT' dated 'APR 28' is stamped over the name and address. To the right of the address is a barcode. Below the address is a section for 'NAME' with a line for '(PLEASE PRINT LAST, FIRST, MIDDLE)'. This is followed by 'DATE OF BIRTH' (5/23/52), 'PHONE # 2064376', and 'FORMER NAME'. Below this is 'PLACE LAST REGISTERED- CITY' (MSLA), 'STATE' (MT), and 'COUNTY' (MSLA). The next line is 'ADDRESS WHERE YOU LIVE' (2016 S. 7th St. W.). Below this is 'MAILING ADDRESS' with a note '(if different than where you live)'. A section for 'CHECK ONLY IF YOU WISH TO HAVE YOUR REGISTRATION CANCELLED:' includes a checkbox for 'CANCEL VOTER REGISTRATION IN MISSOULA COUNTY'. Below this is a note: 'You must contact your new county of residence if you wish to register in your new county—your registration is NOT automatically updated.' The bottom of the card has a 'Signature' line with a handwritten signature 'J.C. Smith' and a 'Date' line with '4/20/11'. A 'Close' button is located at the bottom right of the window.

75051

SMITH, JOHN C.
2016 S 7TH W
MISSOULA MT 59801

NAME _____
(PLEASE PRINT LAST, FIRST, MIDDLE)

DATE OF BIRTH 5/23/52 PHONE # 2064376 FORMER NAME _____

PLACE LAST REGISTERED- CITY MSLA STATE MT COUNTY MSLA
(If Changed)

ADDRESS WHERE YOU LIVE 2016 S. 7th St. W.

MAILING ADDRESS _____
(if different than where you live)

CHECK **ONLY** IF YOU WISH TO HAVE YOUR REGISTRATION CANCELLED:
☐ CANCEL VOTER REGISTRATION IN MISSOULA COUNTY

You must contact your new county of residence if you wish to register in your new county—your registration is NOT automatically updated.

Signature J.C. Smith Date 4/20/11

Close

From the Query screen you can also correct errors that you might make. In this case I skipped a line. To correct this I can highlight the line and either double-click on it or click on “Process Single Result”. This will take me back to the signature verification screen and will be set for that line.

Petition Signature Query
Process Options Reports

[Voter Search](#) [Help](#)

Petition #: 03-01 Title: DIVIDE SEELEY LAKE FIRE DISTRICT Petition Status: Active
 Submittal: 1 Signature: 1 Signature Size: 13 Accepted: 1 Rejected: 2 Remaining: 10

Search
 From Page: [] To: [] Status: [] Reason: []
 Date Signed: [] Page #: [] Line #: [] Voter ID: [] [Clear] [Search]

Signature	Page	Line	Name	Address	Voter ID	Sign Status	Sign Reason
1	1	2	ADAMS, KATHY F	665 SPRUCE DR SEELEY LAKE MT 59868	100089...	Accepted	
1	1	4				Rejected	Not Regist...
1	1	5	ADAMS, KATHY F	665 SPRUCE DR SEELEY LAKE MT 59868	100089...	Rejected	Duplicate
1	2	1					
1	2	2					
1	2	3					
1	2	4					
1	2	5					
1	3	1					
1	3	2					
1	3	3					
1	3	4					
1	3	5					

[Process All Results] [Process Single Result] [Next Unprocessed] [Process By Page] [Jurisdiction: Missoula] [Close]

[Additional Line]

NOTE It is now possible to add additional lines from the Process Signatures screen. You must select the line above which you want the new line to appear. For example, if you click Page 3 Line 1 and click additional line it will add a new line 2 and you're page three will now have 6 lines.

When processing a single result such as this, it will only allow you to select the signature and “Save”. You will then need to close the screen and then go to the “Next Unprocessed” line.

Signature Processing
Signature Options Reports

[Voter Search](#) [Help](#)

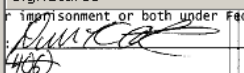
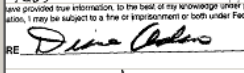
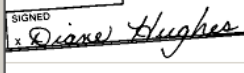
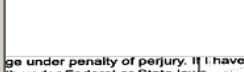
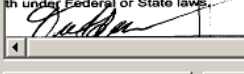
Petition #: 03-01 Title: DIVIDE SEELEY LAKE FIRE DISTRICT Petition Status: Active
Submittal: 1

Search
Last Name First Name Phone Number House #
Street Name City Zip

Mailing
Address City/St/Zip
Country ☐ Secondary Statewide Search ☐ Search Soundex ☐ Search Statewide

Save
Status Reason Sheet # Line #
Name Signed Date
Comment ☐ Mark For Later Review

Jurisdiction Missoula F9 - Accept, Save & Next F10 - Select, Focus On Reason F11 - No Match, Focus On Name F12 - No Match, Save

Signatures	Status	Name	Address	Mailing Address
	Active	ADAMS DEVIN K	19555 CLARKSON DR CLINTON MT 59825	PO BOX 44,CLINTON,MT,59825
	Active	ADAMS DIANE L	535 RIVER CT MISSOULA MT 59801	
	Active	ADAMS DIANE	35510 EDS CR RD ALBERTON MT 59820	
	Cancelled	ADAMS DOUGLAS C	240 BLAINE ST MISSOULA MT 59801	
	Inactive	ADAMS DREW J	707 SW HIGGINS AVE # 101 MISSOULA MT	

Reports. At any time there are several reports that you can run from this Query screen.

Petition Signature Query

Process Options Reports

Query executed: 13 results. [Voter Search](#) [Help](#)

Petition #: DIVIDE SEELEY LAKE FIRE DISTRICT Petition Status: Active

Submittal: 1 Signature 1 Signature Size: 13 Accepted: 1 Rejected: 2 Remaining: 10

Search

From Page Status Reason

Date Signed Page # Line # Voter ID

Signature	Page	Line	Name	Address	Voter ID	Sign Status	Sign Reason
1	1	2	ADAMS, KATHY F	665 SPRUCE DR SEELEY LAKE MT 59868	100089...	Accepted	
1	1	4				Rejected	Not Regist...
1	1	5	ADAMS, KATHY F	665 SPRUCE DR SEELEY LAKE MT 59868	100089...	Rejected	Duplicate
1	2	1					
1	2	2					
1	2	3					
1	2	4					
1	2	5					
1	3	1					
1	3	2					
1	3	3					
1	3	4					
1	3	5					

Process All Results Process Single Result Next Unprocessed Process By Page Jurisdiction Missoula Close

Completed Additional Line

You can run a report that shows all the circulators for this petition.

County: Missoula
User Name : Murray, Zach

Circulators Report Date : 10/07/2011

Petition #	03-01	Status	Active
Title	DIVIDE SEELEY LAKE FIRE DISTRICT		
Type	Initiative / Referendum	Party	
Received Date	12/02/2009	District	SEELEY LAKE FIRE
Petition Scope	City		

Name	Address	City	Phone
DOE, JOHN	123 EXAMPLE STREET, MT 59601	HELENA	
SMITH, JANET L	2699 SHEFFIELD DR, MT 59808	MISSOULA	

The Petition Processing Statistics Report shows the number of accepted and rejected signatures on the petition, as well as the reasons for the rejected signatures.

County: Missoula
User Name : Murray, Zach

Petition Processing Statistics Report Date : 10/07/2011

Petition Information

Petition Name : DIVIDE SEELEY LAKE FIRE DISTRICT
Date Filed : 12/02/2009
Petition Expires : 07/10/2010
Minimum Signatures Required :
Total Signatures Processed : 3

Processing Signature Summary			
Total Accepted Signatures :	1	(33%)	Of Those Processed
Total Rejected Signatures :	2	(67%)	Of Those Processed

Rejected Reason	Total	(% Rejected)
Duplicate	1	(50%)
Not Registered	1	(50%)

The petition signers report shows all the names on the petition.

The screenshot shows a web application window titled "Reports". The main content area displays a "Petition Signers Report" for County: Missoula, User Name: Murray, Zach, dated 10/07/2011. The report includes a table of petition signers with columns for Page, Line, Voter ID, Name, Residence, Status, Verification Reason, and House District. The table shows three entries for ADAMS, KATHY F. The first entry is Rejected due to being a Duplicate in House District 92. The second entry is Accepted in House District 92. The third entry is Rejected because the voter is Not Registered. The interface also includes a toolbar with options like Print, Backward, Forward, Save As, and Close, and a sidebar with a list of reports.

County: Missoula
User Name : Murray, Zach

Petition Signers Report Date : 10/07/2011

Petition Types : Initiative / Referendum Petition : DIVIDE SEELEY LAKE FIRE DISTRICT Petition Submittals : 1 Petition Signature : 1

SUBMITTAL: 1

SIGNATURE: 1

Page	Line	Voter ID	Name	Residence	Status	Verification Reason	House District
1	5	100089618	ADAMS, KATHY F		Rejected	Duplicate	House District 92
1	2	100089618	ADAMS, KATHY F		Accepted		House District 92
1	4				Rejected	Not Registered	

Test Environment MT VOTES

Page : 1

The petition signature statistic report will display statistics for the petition submittals and signatures.

County: Missoula
User Name : Murray, Zach
Petition Signature Statistics Report
Date : 10/07/2011

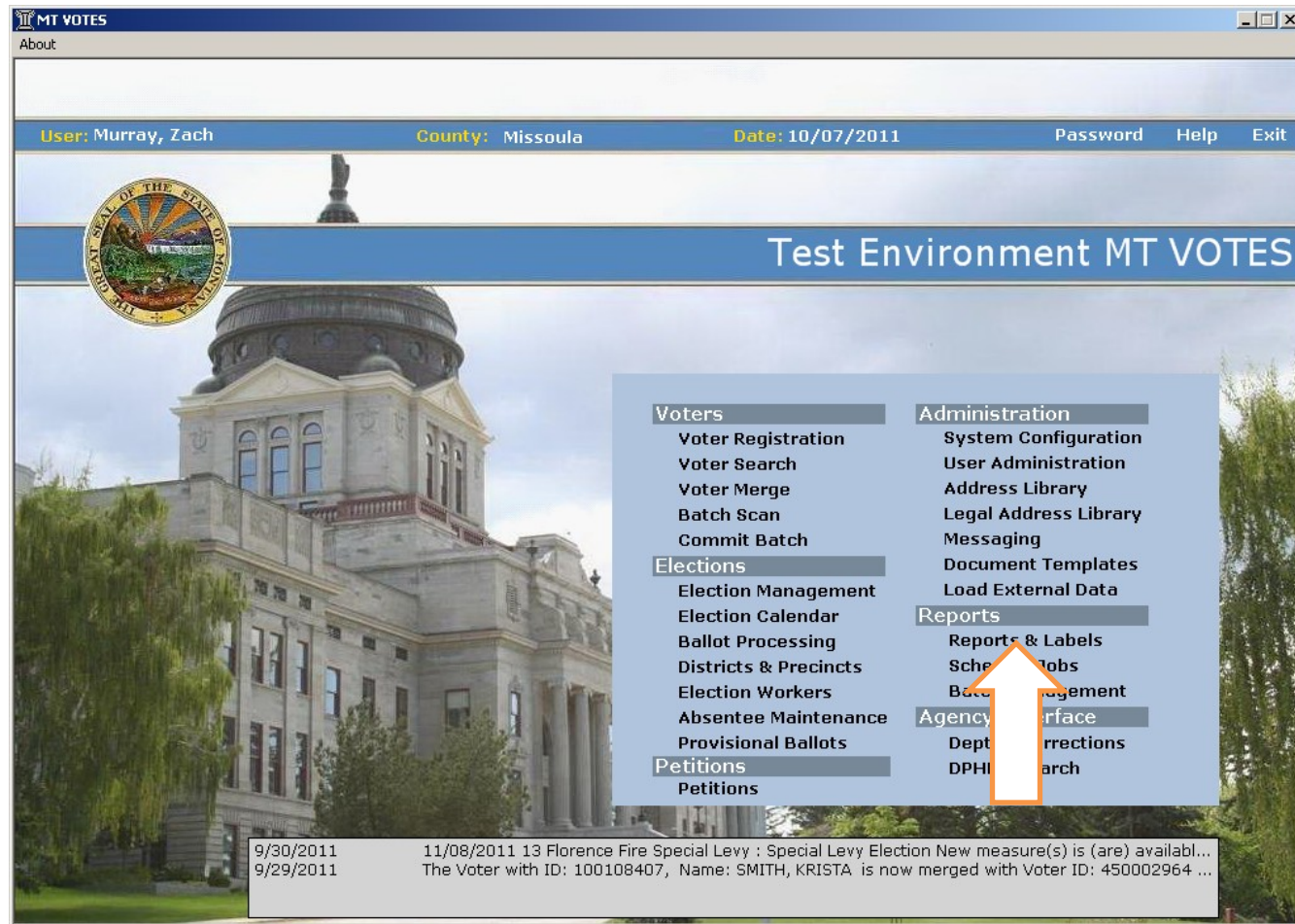
Petitions # : 03-01
Title : DIVIDE SEELEY LAKE FIRE DISTRICT
Type : INITIATIVE / REFERENDUM
Date Filed : 12/02/2009
Party :
Districts : SEELEY LAKE FIRE

STATISTICS

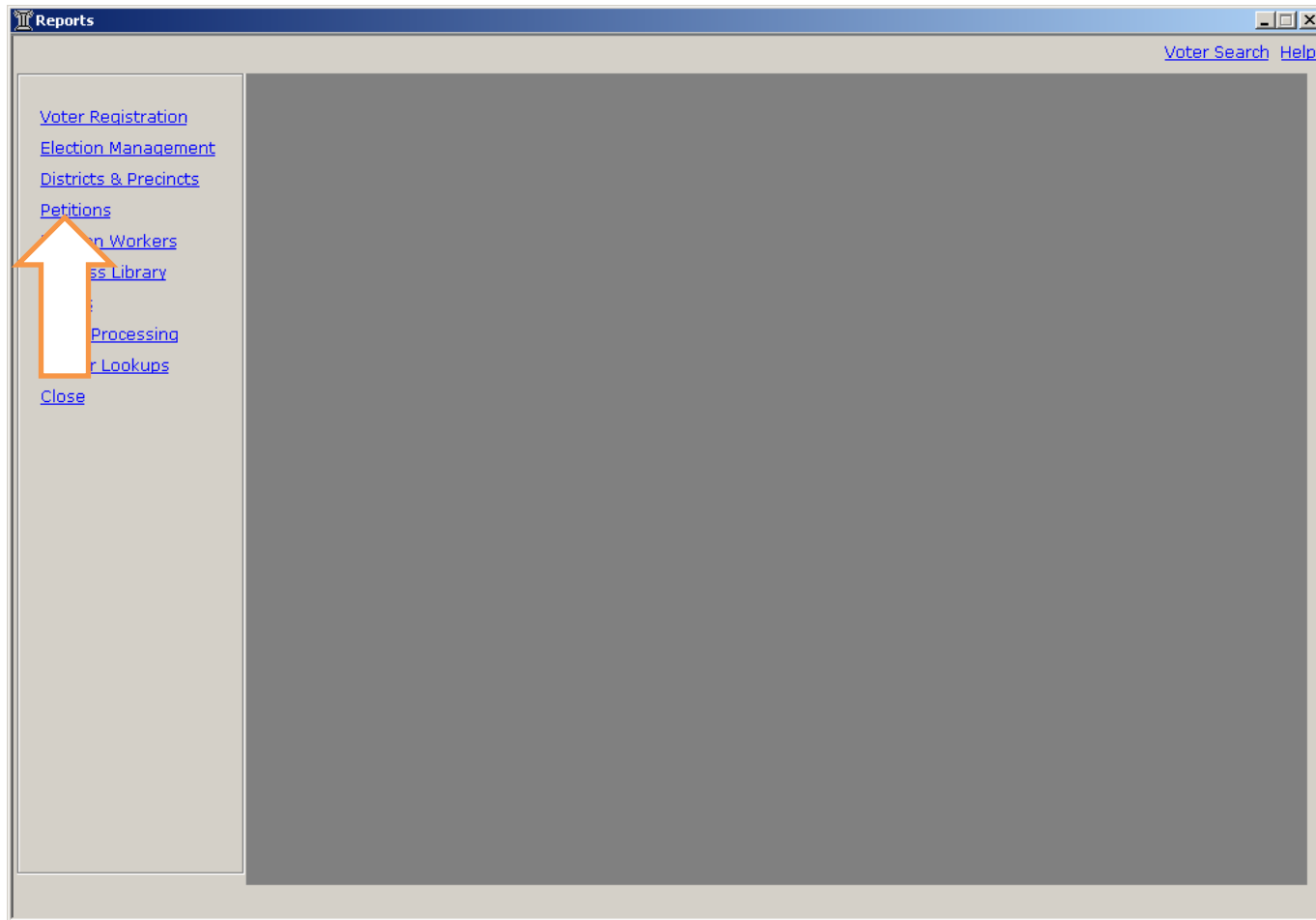
Total Signatures : 13	Remaining Signatures : 10
Total Sheets : 3	Total Lines : 15
Accepted Signatures : 1	Rejected Signatures : 2
Total Submittals : 1	

[illegible]

Reports can also be run from the Reports & Labels module.



Once in the main reports page, go to the Petitions link



The report that is most often used is the PM-009 which gives the number of verified signatures by House District. This is the report that you will complete and send in to the Secretary of State's office when processing statewide petitions.

Reports Voter Search Help

County
Missoula

Petition Type
Initiative / Referendum

Petition Name
DIVIDE SEELEY LAKE FIRE DISTRICT

Petition Submittals
☐ All Submittals
☐ 1

Petition Signatures
All

Status
All

Date Range
From:
To:

CODE	NAME
PM-003	Petition Processing Statistics
PM-004	Petitions
PM-005	Petition Signers
PM-006	Petition Signature Statistics
PM-007	Petition Summary Results Verification
PM-008	Petition Signature Page Line Statistics
PM-009	Petition Certification - Statistics by House District
PM-010	Duplicate/Triplicate Signature For Petition
PM-011	Petition Signers / Changed Counties
PM-012	Unfinished Submittals

Sort Order
PETITION
DISTRICT
SUBMITTAL-CODE

^
v

PM-009

Browse Export Cancel Run Report

If processing a statewide petition, select the
Petition name, type and submittal desired

Reports [Voter Search](#) [Help](#)

[Voter Registration](#)
[Election Management](#)
[Districts & Precincts](#)
[Petitions](#)
[Election Workers](#)
[Address Library](#)
[Labels](#)
[Ballot Processing](#)
[Master Lookups](#)
[Close](#)

County
Missoula

Petition Name
DIVIDE SEELEY LAKE FIRE DISTRICT

Petition Type
Initiative / Referendum

Petition Submittals
☐ All Submittals
☒ 1

Date Range
From:
To:

CODE	NAME
PM-003	Petition Processing Statistics
PM-004	Petitions
PM-005	Petition Signers
PM-006	Petition Signature Statistics
PM-007	Petition Summary Results Verification
PM-008	Petition Signature Page Line Statistics
PM-009	Petition Certification - Statistics by House District
PM-010	Duplicate/Triplicate Signature For Petition
PM-011	Petition Signers / Changed Counties
PM-012	Unfinished Submittals

Sort Order
PETITION
DISTRICT
SUBMITTAL-CODE

Folder:

This certification will be attached to the original copy of the signed petitions, completed by you and sent into the SOS office, by certified mail, within 4 weeks of your receipt of the signed petitions.

County: Missoula **Petition Certification - Statistics by House District** Date : 10/07/2011
User Name : Murray, Zach Report No. : PM-009

To the Honorable Secretary of State of the State of Montana:

I, Vickie Zeier, Election Administrator, of the County of MISSOULA, certify that I have examined the attached _____ sheets of the petition **DIVIDE SEELEY LAKE FIRE DISTRICT** in the manner prescribed by law and I believe that

Petition Summary:

HouseDistrict No : HD_092 Total : 1

Grand Total : 1

HouseDistrict No : HD_092
1 Signatures in Submittal 1

Total : 1

Grand Total : 1

signatures are valid; and I further certify that the affidavit of the circulator of the (sheet) (section) of the petition is attached and the post office address, residence address, or telephone number is completed for each valid signature.

Petition Basics to Remember

- 1. Before you send the original statewide petitions, you must make copies of these petitions to keep in your office.
- 2. The deadlines for petitions to be submitted to County Election offices, and for election administrators to file certified ballot issue petitions with the Secretary of State's office, can be found on the SOS website at sos.mt.gov/Elections/Ballot_Issues
- 3. State statute requires that for statewide ballot issues, signature gatherers are MT residents and cannot be paid per signature. You are not responsible for policing these requirements.
- 4. Counties can no longer print the abbreviated ballot language – *the law was changed when the then Attorney General went to vote and found that the polling place did not have the complete text available as required by law.*

- 5. A notarized Affidavit of Signature Gatherer must be completed for each submittal. A submittal can be up to 25 petition sheets. For example, if a signature gatherer brings in 35 petition sheets they will have to have 2 affidavits attached. (1 for 25 pages and the second one for the 10 remaining pages)
- 6. If you are not sure of the answer to a statewide petition question, contact the Secretary of State's office elections division at soselections@mt.gov or at (406) 444-5346.
- 7. For a local petition, refer to 7-5-101 through 7-5-140, MCA and ask your city or county attorney for assistance. If they are unsure of the answer have them contact the Secretary of State's office.

As always, please feel free to contact the Help Desk,
at 1-866-541-6767, with any further questions you
have.

